Introduction (bold, 14 point font)

This section should include an introduction to the reader stating the purpose of this report (to inform the reader about your major/career and describe one professional’s experience/perspective of this major/career).

This section should also introduce to the reader the professional you interviewed. You may also want to include a paragraph explaining why you chose this person to interview.

MOST IMPORTANTLY, this section should clearly state to the reader what key findings you discovered in your interview and will explain in this report.

Background Information (bold, 14 point font)

Professional’s Background. (bold 12 point font)

What is the professional’s name? List 2-3 interesting facts about them, such as how long they have been in this career, what degree (s) they hold, where they are from, etc.

Major/Company Background.

This section gives further information about the professional’s company or major academic field. If you interviewed a professional who works for a specific company/organization, give a brief (1 paragraph) description of that company/organization.

If you interviewd someone in your major academic field, give a brief (1 paragraph) description of the major: What is the major called? Within what academic department and/or college is it located? What university/school is this person affiliated with?

Job Description.

Define and describe the professional’s job. What specifically does he/she do? You might want to use subheadings in this section to organize the various roles he/she plays.

Research Findings

In this section, you will report the intersting perspectives and facts you learned from your interviewee. Include some direct quotations from your sources.

You MUST include information on your interviewee’s workplace communication practices (What types of genres does he/she use? Does he/she communicate verbally? In writing? Both?)

You may also write about why this person chose this career/major, people or experiences that influenced his/her choice for this professional field, and advice he/she has for students wishing to pursue this career.

Use subheadings to organize your information.

Suggestions for subheadings include:

* Workplace Communication.
* Reasons for Pursuing this Career.
* Advice for Students.

Conclusion

Write 2-3 paragraphs describing what you learned about your career/major in this interview. What “next steps” will you take as you begin to pursue this career/major?